

## **4230 - ELECTRICIAN SUPERVISOR**

### **NATURE OF WORK**

Highly skilled technical and supervisory work at the masters level as an electrician in the construction, maintenance and repair of city facilities. Persons listed under this classification must have master experience as an electrician.

### **ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES**

Supervise electrical crew, be a liaison between employees and management, deal with vendors and outside contractors, distribute work load, complete paperwork and perform journeyman level preventative maintenance.

Repair of lighting, power control systems; to include, but not limited to conduits, panels, controllers, pumps timers, pole lighting, wire pulling and new fixtures.

Perform repairs on transformers, generators, service grounding, over-current protection, outside branch circuits, feeders, surge arresters, outlets and appliances.

Performs service work on new electrical disconnects, motor and controls, energy management system, computer wires, special events.

Installs new electrical panels, repairs electrical tools, installs emergency generators, installs transfer switches, brings building up to the National Electrical Code,

Works on alarm systems, fire alarm systems additions, telephone cables, new field wiring, repair high pole lights up to 100 ft, repair motors and replace bearings.

Repairs time clock.

Does hazardous work in the sewer stations.

Digs ditches, replaces ballasts, repairs fixtures, hooks up G.F.I. breakers and receptacles. Does low voltage wiring at the Bass Museum, City Hall and Recreation buildings.

Installs underground feeders to volts.

Troubleshoots motor and pumps.

Maintains all City buildings.

Changes ballast and bulbs.

Works on new construction.

Maintains UPS generators and transfer switches.

Repairs high pole lights at foot ball and baseball fields, Lincoln Road Mall, and Tennis courts.

Checks all building for code violations.

Performs related work as required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of the standard tools, materials, methods, and practices of the electrical trade.

Thorough knowledge of the principles and theory of basic electricity.

Ability to interpret, follow, and explain detailed and complex instructions, especially those concerning new practices or equipment.

Ability to plan, lay-out, supervise, and evaluate the work of highly skilled trades, semi-skilled, and unskilled workers.

Ability to prepare and work from detailed prints and sketches.

Ability to prepare and maintain records, reports, and accurate estimates of labor and materials requirements and costs.

Ability to communicate effectively, verbally and in writing.

Ability to establish and maintain effective working relationships with other employees and the public.

## **MINIMUM REQUIREMENTS**

Valid Certificate of Competency as Master Electrician. Must be able to qualify for electrical permits in Dade County prior to appointment.

## **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. Significant walking, moving, climbing, carrying, bending, kneeling, some crawling, reaching, and handling, sitting, standing, pushing, and pulling.

## **SUPERVISION RECEIVED**

General and specific assignments are received from an administrative supervisor. Work is performed with wide latitude for the use of independent judgement in the selection of work methods and procedures and is subject to review for compliance with and achievement of departmental standards and objectives.

## **SUPERVISION EXERCISED**

Plans, assigns, supervises, and evaluates the work of highly skilled trades, semi-skilled, and unskilled workers. Usually none; may direct the work of semi-skilled workers assigned to assist.

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